

HUMAN SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME

AGENDA

March 2nd, 2020

Committee Members: Driscoll, Hogan, Bruno, Frasier, Magowan, McDevitt and Shepler

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda
 1. Request to create and fill the position of Part Time Laundry Worker, Grade 2, Annual Base Salary \$27,438

Rationale: Will allow more time to focus on DOH Environmental Regulations
 2. Notice of Intent to Fill Full Time Institutional Aide #2, Grade 3, Annual Base Salary 28,026. Vacancy is due to promotion

Rationale: Mandated Position that is Reimbursable
 3. Request to enter into a one-time service agreement with ABC Equipment to refabricate the kitchen steam table at a cost of \$8,976.00

Rationale: Steam table is original to the building; 40+ years old and has been a safety concern for some time.

Food temperatures must comply with DOH Regulatory Standards at all times.
- IV. Referrals/Pending Items
None
- V. Information for Discussion/Review
 - Census Update (Admissions & Discharges)
 - Overtime Report

-Travel Policy will be updated 3/5/2020 at Personnel Committee to include CSAH Maintenance Mechanic the ability to take a County Vehicle home.

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Summary of Attachments

1. Notice of Intent to Fill Part time Laundry Worker
2. Notice of Intent to Fill Full time Institutional Aide #2
3. Overtime Report/Census Report

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 03/02/2020

- (a) **Purpose of Request: Request to enter into a one time service agreement with ABC Equipment to refabricate the kitchen steam table at a cost of \$8,976.00**
- (b) **Details: Steam table is 40+ years old and has safety concerns with excessive tempertures.**
- (c) **Previous Resolution Number:**
- (d) **Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6030 422 Repair/Maint-Equipment****

Sample: A.8021 470 Planning & Community Development – Contract

*** as listed in budget and LOGOS**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # 2- Full Time Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Jamie Smith/ 10216 Date of Vacancy: 02/03/2020
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 2/6/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- [X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 2/7/20

BUDGET OFFICER COMPLETES THIS SECTION

- [X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 2/10/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- [X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 3/2/2020

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # 2- Full Time Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [x] Promotion [] Other
Employee No./Last Name: Jamie Smith/ 10216 Date of Vacancy: 02/03/2020
Is this position mandated? [x] Yes [] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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Candidate's qualifications must be approved by Personnel Officer prior to hiring. 2/6/20
Human Resources Director has approved this form when initialed. 2/7/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/7/20

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 2/10/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[x] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 3/2/2020

**COUNTRYSIDE ADULT HOME
CENSUS REPORT
2020**

MONTH	1ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	35	1	2	34
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Countryside Adult Home - Overtime Report - Comparison 2019/2020

Week End	2019	2020	Reason
1/05/20	105.80	79.44	Holiday
1/20/19	69.20	15.11	Illness,Storm(plowing,snow blowing,shoveling)
2/03/19	127.30	91.33	Holiday
YTD	302.30	185.88	
2/17/19	14.20		
3/03/19	89.00		
3/17/19	10.80		
3/31/19	40.70		
4/14/19	6.00		
4/28/19	40.00		
5/12/19	5.00		
5/26/19	0.50		
6/09/19	91.30		
6/23/19	11.50		
7/07/19	103.00		
7/21/19	19.70		
7/04/19	4.27		
7/18/19	11.25		
8/01/19	0.45		
8/15/19	83.65		
8/29/19	8.00		
9/13/19	3.82		
9/27/19	99.20		
10/10/19	8.00		
10/24/19	91.50		
11/08/19	102.95		
11/22/19	27.82		
12/06/19	79.44		
YTD	1556.65		